

# CHARTER

## “EUMETSAT Pensionäre e.V.”

### (EUMETSAT Pensioners’ Association)

Translated from the original German

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## Article 1

### Name, Seat

The Association is called “EUMETSAT Pensionäre e.V

The seat of the Association is in Darmstadt.

The Association has been entered into the Register of Associations of the “Amtsgericht Darmstadt”.

## Article 2

### Objectives

The Association aims at:

- a) representing the pension-related rights and interests of the members of the Association and
- b) facilitating members to stay in contact with EUMETSAT and with each other.

The Association shall therefore:

- keep its members informed of measures affecting their rights and interests;
- discuss all relevant issues and bring the Association’s opinion to the attention of EUMETSAT and act as interlocuter between its members, the EUMETSAT Director General and the EUMETSAT Staff Association Association Committee (SAC);
- develop and ensure compliance with a policy for the personal data protection of its members in accordance with the European Union’s General Data Protection Regulation. Details can be found in a separate Personal Data Protection Policy document.

## Article 3

### Membership

- a) Full membership may be obtained by persons who are in receipt of a EUMETSAT pension, including early, survivor, reversion, orphan, or invalidity pension, and former staff members who have acquired deferred pension rights and who are no longer in-active service at EUMETSAT. Membership shall be applied for in writing. The Pensioner Committee (PC) shall decide whether to grant membership.
- b) Free of charge Associate Membership may be obtained by active EUMETSAT staff members who will become EUMETSAT pensioners within the next twelve months. The membership procedure laid down in Article 3(a) shall apply.
- c) Honorary membership may be granted by the Association upon proposal of the PC to former EUMETSAT staff members who are not in receipt of a EUMETSAT pension but subscribe to the Association's objectives.
- d) Only full members who have paid their annual contributions have voting rights.
- e) Former staff members who have been discharged from EUMETSAT for disciplinary reasons, cannot be members of the Association.
- f) Membership ends with voluntary resignation, death or exclusion.

A voluntary resignation shall be submitted in writing to a member of the PC. A three-month notice period applies, with the resignation becoming effective at the end of the calendar year.

Exclusion from the Association can be effected by decision of the PC in the case of failure to pay the annual contribution following the second dunning (reminder) letter or behaviour damaging to the Association. The Assembly of Members may decide to exclude a member on the grounds of behaviour damaging to the Association if the member has grossly breached the interests of the Association. Before a decision is taken, the member shall be given the opportunity to justify his/her actions personally. Any position taken shall be read out in the Assembly of Members.

## Article 4

### Organs

The organs of the Association are:

- a) the Pensioner Committee (PC)
- b) the extended Committee
- c) the Assembly of Members (AM)

## Article 5

### Pensioner Committee (PC)

In accordance with para 26 of the German Civil Code (Bürgerliches Gesetzbuch), the Pensioner Committee consists of:

- a) the Chairman
- b) the Vice-Chairman
- c) the Treasurer
- d) the Secretary

All members of the PC and advisors shall be full members of the Association.

The PC directs the activities of the Association and is responsible for executing the decisions and administering the Association's assets. The PC is entitled to appoint a Committee member or members of the Association to represent him in legal transactions or legal disputes.

In compliance with para 26 of the German Civil Code, the two Committee members authorised to represent the Committee are the Chairman and the Vice-Chairman. Expenditures of up to €250,- may be authorised by any of the Committee members.

In accordance with the following distribution of tasks:

- a) The Chairman represents the Association externally. He/she shall:
  - convene meetings of the Assembly of Members in writing at least once a year. He/she shall send out a written invitation and agenda at least 4 four weeks before the meeting. The Chairman shall chair the meetings and distribute the written minutes within six weeks after the meeting, if possible;
  - convene meetings of the PC at least once a year. PC meetings may be called with at least seven days' notice in writing or by telephone. An agenda does not need to be communicated. Decisions taken by the PC shall be recorded in the minutes and signed by

the Chairman. A decision of the PC may be adopted in writing or by telephone, provided that all PC members have consented to this procedure;

- maintain contacts with the EUMETSAT Director-General, the Staff Association Committee (SAC) and any other pension association as appropriate, e.g. AAPOCAD;
  - have the power to sign written communication. He/she may delegate this power for individual tasks or in individual cases;
  - report annually to the AM on the activities of the preceding year.
- b) The Vice-Chairman shall assist the Chairman in carrying out his/her duties and shall deputise for the Chairman when required.
- c) The Treasurer shall:
- open and maintain a bank account for the funds of the Association;
  - manage income and execute expenditure, with supporting documentation;
  - regularly document the financial resources of the Association;
  - prepare by 28 February each year a statement of income and expenditure of the Association for the previous financial year, together with a financial plan for the current financial year, for signature by the Chairman.
- d) The Secretary shall:
- support all correspondence of the Association;
  - draft minutes of meetings of the AM and PC and sign them;
  - maintain the Association's website, a part of which shall be accessible only to the members of the Association, and other means of communication of the Association;
  - maintain a list of all members;
  - maintain the Association's archive with founding documents and all other relevant documents;
  - liaise with EUMETSAT's administration concerning pension and administrative matters.

Decisions of the Committee shall be taken by a simple majority vote. In the case of equality of votes, the Chairman shall have the casting vote.

## Article 6

### Extended Committee

The Extended Committee includes Support Officers which shall be selected by the Pensioner Committee (PC) to carry out specific tasks, e.g. web administration, organisation of events and/or online meetings.

All Committee members and Support Officers must be full Association members.

Members of the Extended Committee shall be entitled to vote only when called upon to do so by the Chairman. Decisions shall be adopted on the basis of a simple majority of the votes, unless otherwise stated in the Charter. In the case of equality of votes, the Chairman shall have the casting vote.

## Article 7

### Election and Term of Office of the Committee

The Chairman and members of the Pensioner Committee (PC) are elected every two years by the Assembly of Members (AM) and shall remain in office until a new Committee has been elected. As a general rule, the Chairman should be replaced after two years and his/her term of office only be extended as an exceptional measure. The other members of the PC may be re-elected without limitation.

Should a PC member resign prematurely from his/her term of office, the respective function shall remain unoccupied until the next regular AM, unless the Chairman appoints a qualified member to temporarily assume responsibility.

## Article 8

### Assembly of Members (AM)

The AM consists of full members of the Association and shall:

- decide on the Charter and amendments thereto;
- adopt the agenda of its meetings and approve its minutes of meetings;
- approve the annual accounts after they have been checked by the auditor;
- adopt the financial plan for the current financial year;

- discharge the PC following its two-year mandate;
- elect the Chairman, PC members and advisors;
- elect the auditor.

Each full member of the AM has one vote. Absent members may also vote by post or by e-mail. Equally, voting rights may be transferred in writing to another full member.

The Chairman shall decide whether a meeting requires physical presence, should be fully virtual or a mixture of the two (physical/virtual). Such a decision shall be communicated to the AM in the meeting invitation.

## Article 9

### Funding

The funding of the Association is composed of membership fees and possible contributions from third parties.

The annual membership fees are decided by the Assembly of Members (AM) upon proposal by the Pensioner Committee (PC). Payment is due on 1 March following a call-up sent out by the Treasurer.

The PC may use funds of the Association to cover administrative and travel expenses within the limits of the budget.

The financial year corresponds to the calendar year.

The annual accounts are audited by the auditor. The auditor's report is transmitted to the PC who submits it to [the AM](#).

## Article 10

### Contacts with the EUMETSAT Staff Association Committee (SAC)

The Pensioner Committee (PC) shall maintain regular contacts with the SAC regarding pension-related questions.

At least one member/advisor of the PC may attend the EUMETSAT Staff General Assemblies.

The PC may furthermore request to attend SAC meetings, as an observer, when matters concerning pension rights and interests of pensioners are discussed.

The SAC, for its part, may request to attend, as an observer, the PC and Assembly of Members' meetings when matters concerning pension rights and interests of EUMETSAT pensioners are discussed.

## **Article 11**

### **Contacts with the Human Resources Division**

All routine contacts between the Association and EUMETSAT shall be channelled through the Human Resources Division, in particular as concerns the preparation of bi-annual meetings.

In exceptional cases, the Chairman may contact EUMETSAT Management directly on policy issues.

## **Article 12**

### **Contacts with the EUMETSAT Director General (DG)**

The Pensioner Committee (PC) Chairman shall maintain regular contacts with the EUMETSAT DG on matters concerning the interests of the members of the Association.

When consulted by the DG or Staff Association Committee (SAC) in writing, the PC shall be bound to give a reply within thirty days of being asked, except when a shorter or longer period is mutually agreed in exceptional cases.

The PC may propose to the DG that he communicates to the Council or to the Administrative and Finance Group (AFG) a proposal or opinion of the Association regarding matters affecting the rights or interests of the members.

The PC may furthermore request to attend as observer to the Council or AFG when pension-related matters concerning rights or interests of members are concerned. Any plans to address Council or AFG shall be shared with SAC beforehand.

A EUMETSAT representative, appointed by the Human Resources Division, shall be invited to attend the meetings of the Assembly of Members.

## Article 13

### Official Language

The official language of the Association is English. For the sake of interpreting this Charter, the English and German versions are equally authoritative.

## Article 14

### Majorities

Decisions by the Assembly of Members are taken, as long as no other rule applies, by a simple majority of the members present.

Approval of this Charter, amendments thereto, and the dissolution of the Association, require a two-thirds' majority of all full members of the Association present at the meeting.

Done in Darmstadt on **15 October 2020**.